

Ohio Union Loading Dock *A Quick Guide for Vendors and Deliveries*

To help everything run smoothly at the Ohio Union, we ask that all vendors and delivery drivers follow these simple guidelines when using our loading dock. Thanks for helping us keep things safe and efficient!

Dock Hours

- Open Monday–Saturday: 5:30 AM – 5:00 PM (during academic terms)
- Hours may vary during breaks or holidays, please check ahead if you're unsure.
- Deliveries outside these hours must be pre-approved.

Getting Here and Getting In

- 1739 N. High Street, Columbus, OH 43210
- Use the main loading dock entrance only (unless you've been told otherwise).
- Enter from High Street and exit onto College Road.
 - If your vehicle is over 45 feet, you'll need to turn left onto College Road.
- Always proceed with caution, paying close attention for other moving vehicles and people.
- If garage door is closed, ring the intercom at the gate to be let in.
 - Please wait until the overhead door is fully open before driving in.

Vehicle Guidelines

- Max vehicle size: 53 feet with a daycab.
 - Long-haul cabs are too long to safely turn into the dock.
 - Arrangements will need to be made to deliver to any alternative location, please arrange with the loading dock manager.
- Use a designated bay and turn off your engine once parked.
- Bays #2 and #5 have dock levelers. We also have a ramp and dock plates available.
- Please don't block trash/recycling compactors or electric Gem Cars.
- If all bays are full, wait outside the High Street gate until one opens up.
- ***No unattended vehicles*** are permitted, the dock is not a parking area.
- NOTE: No extended parking is permitted in bay #5 before 2 p.m.



EVENTS AND CONFERENCES

Security and Check-In

- All drivers and visitors must always display credentials and check in at the security office showing a valid ID.

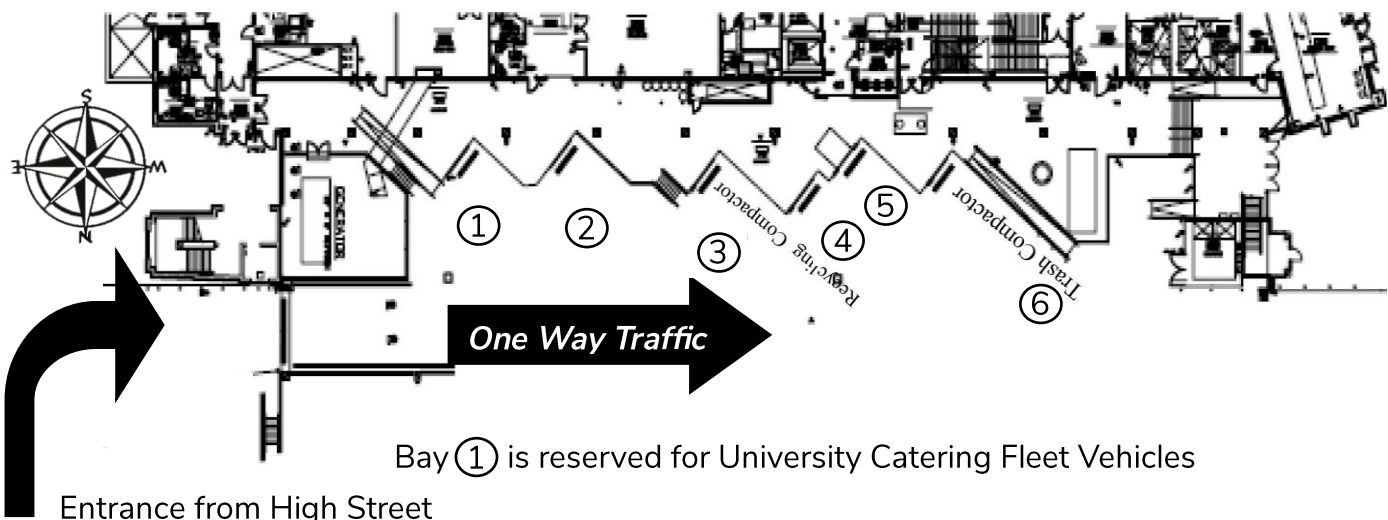
Maintenance and Service Vendors

- Unload tools/materials at the dock. Once unloaded, the closest garage is Ohio Union South garage. Labeled on the map below.
 - Parking passes are available through your event planner or directly through CampusParc.

Other Important Notes

- For any disposal of waste materials, we have multiple streams of waste, so ask prior to discarding anything inappropriately.
- Tobacco-Free Campus: No smoking, vaping, or tobacco use anywhere on campus—including the dock. <https://go.osu.edu/TobaccoFree>
- Any special parking needs must be approved.
- Drive slowly. Especially when exiting toward College Road. Watch for pedestrians!
- Pedestrians, scooters, bikes, and skateboards are not allowed in the dock area.

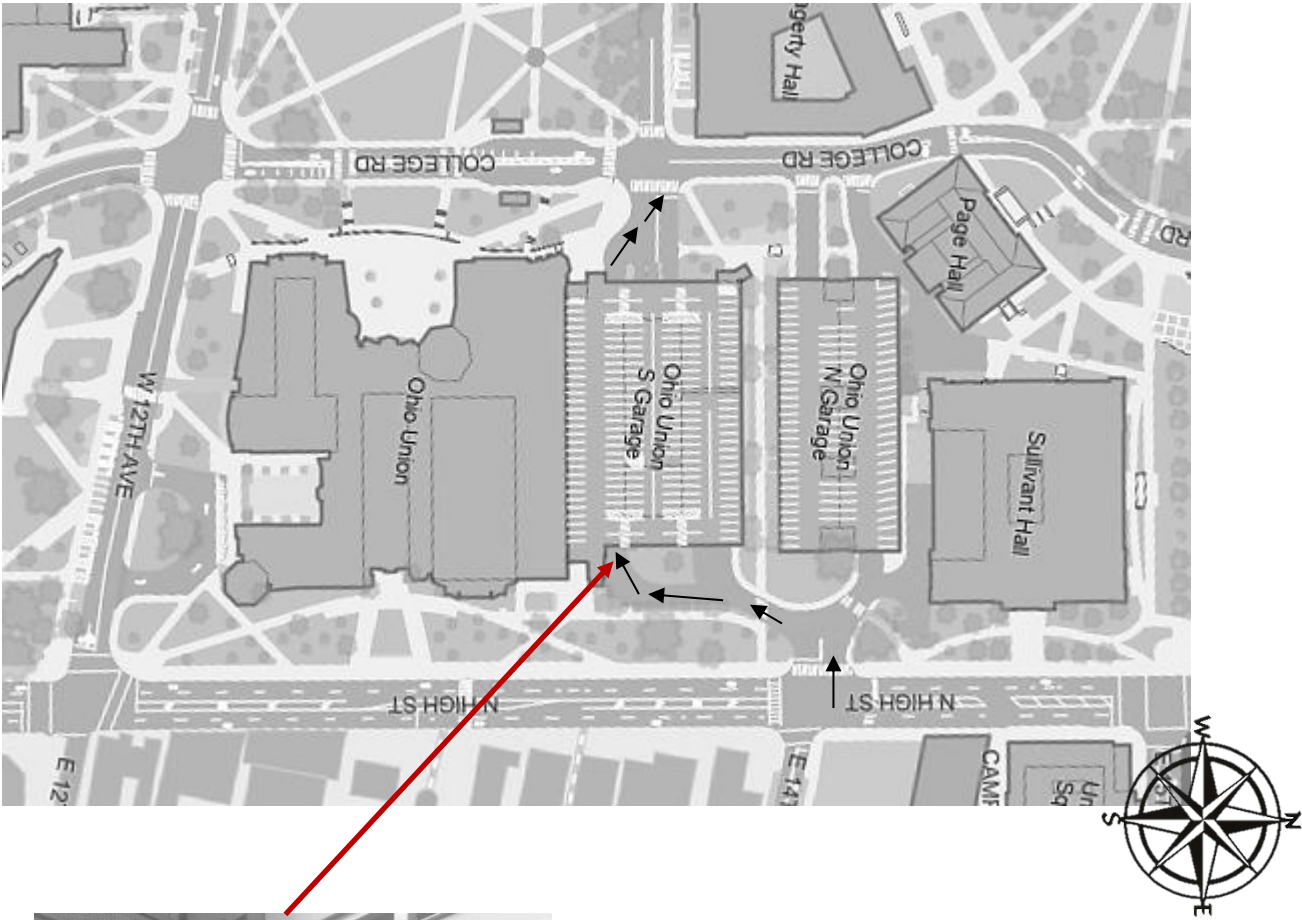
If you have any questions or need help, feel free to reach out to the Shipping and Receiving Manager at 614-247-7467. We are here to help!



OFFICE OF STUDENT LIFE

EVENTS AND CONFERENCES

Ohio Union Loading Dock *Visual Map and Photo of the Area*



Entrance from High Street

1739 N. High Street, Columbus, OH 43210